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UNITED STATES DEPARTMENT OF AGRICULTURE  
PRODUCTION AND MARKETING ADMINISTRATION  
WASHINGTON 25, D. C.

SHIPPING AND STORAGE BRANCH MEMORANDUM NO. 36.6

Commodity Inspection Requests

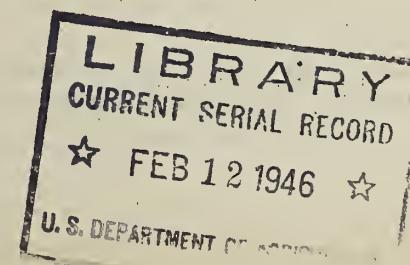
I Purpose

- A. The purpose of this memorandum is to outline the policy of the Shipping and Storage Branch with respect to the inspection of those commodities owned by the United States Department of Agriculture or any agency thereof and in the custody of the Shipping and Storage Branch.
- B. The use of the term "inspection" within this memorandum shall imply any type of inspection service requested by the Shipping and Storage Branch with the exception of Meat Inspection services. The reference herein to "inspection report" shall include all reports rendered by the commodity branches to the Shipping and Storage Branch whether they are in the form of Grade Certificates, commodity condition reports or other requested information or recommendations.

II General

- A. In accordance with FMA Instruction No. 127.2 "Commodity Inspection of USDA-Owned Foods" dated January 22, 1946, it is the policy of the Shipping and Storage Branch to have its requests for inspection originate in its field offices. However, requests for commodity inspection may be initiated by the Shipping and Storage Branch in Washington in which case the field office concerned will be immediately notified.
- B. Upon the request of the Shipping and Storage Branch the commodity branches have responsibility for supervising the segregation of damaged lots, recommending disposition and other related services.
- C. The commodity branches will perform inspections as nearly as possible in the order in which the applications are received and as promptly as personnel, facilities, and over-all workload of the respective commodity branch field inspection office will permit. Whenever there may be undue delay in performing the inspection service, the commodity branch field inspection office will advise the appropriate Shipping and Storage field office when the inspection can be made.

Distribution Codes "A" and "B".



D. Shipping and Storage field offices shall be responsible for making arrangements with warehousemen and furnishing whatever assistance may be necessary so that commodity branch inspectors may have ready access to the commodity on which an inspection has been requested. This responsibility includes any necessary authorizations to the inspector for the removal of samples for examination.

1. When commodity branch inspectors in making inspections, take samples and are unable to leave the commodity in its original position, they shall:

a. Prepare in quadruplicate a "Sampling Report" Form SS-43 and distribute these as follows:

\*Original and two copies - to the appropriate Shipping and Storage field office responsible for the storage of the commodity inspected.

One copy - to the warehouseman

One copy - retained by inspector

\*If the request for inspection was not initiated by the Shipping and Storage Branch, the original and one copy of Form SS-43 shall be forwarded by the inspector to the appropriate Shipping and Storage field office.

E. Commodity branch inspection offices will notify the appropriate Shipping and Storage field office when making commodity inspections which were not requested by the Shipping and Storage Branch in order that necessary arrangements for the inspection may be made with the warehouseman by the Shipping and Storage field office having jurisdiction over the territory in which the commodity is stored.

F. The commodity branches will furnish the Shipping and Storage Branch in Washington seven copies of location maps or lists of the addresses of the respective field inspection offices where applications for inspections may be filed by Shipping and Storage field offices.

1. The Field Operations Division, Shipping and Storage Branch in Washington will be responsible for keeping all Shipping and Storage field offices informed of the locations of commodity branch field inspection offices.

### III Requests for Commodity Inspection

A. "Request for Commodity Inspection" Form SS-42 shall be prepared by the Inspection and Maintenance Section, Shipping and Storage field office in charge of the area in which the commodity to be inspected is located. Complete information will be shown on Form SS-42 for commodity identification, and the type and extent of inspection service required as outlined in paragraph C below.

B. Telephone of Telegraphic Requests

In emergency situations, telephone or telegraphic requests for commodity inspection services may be made to commodity branch inspection offices. In such instances, however, Form SS-42 MUST be prepared and marked "CONFIRMATION" within five days. In the event the request was made by telegram, two copies of the telegram shall be attached to copies of Form SS-42 when forwarded to the Inspection Service Office.

C. Identification Information

The Shipping and Storage field office shall be responsible for indicating on Form SS-42 all identification information which it is expecting the commodity branches to place on inspection certificates, reports, or statements of charges for services rendered. The commodity branch inspection services shall be responsible for performing and reporting only the type and extent of inspection service requested by the Shipping and Storage field office.

If a Form SS-42 does not contain a request for the recommendation for the disposition of the commodities inspected, and need for this information subsequently develops, the Shipping and Storage Branch representative who ordered the inspection shall forward a request for disposition recommendation on Form SS-42 to the commodity branch inspection service field office to which the request for inspection was originally made.

In addition to identification the Shipping and Storage field office shall furnish within Form SS-42 the following information to the commodity branch inspection offices.

1. City and State in which commodity is located.
2. Name of warehouse or other facility, and street address.
3. Kind of commodity or product; quantity; kind and size of container.
4. Storage lot number, ex-car number, and age if available.
5. Type and extent of inspection or service required.
  - a. Grade, quality, and condition.
  - b. Condition inspection of commodity and containers.
  - c. Action recommended.
  - d. To supervise or witness segregation of damaged lots.
  - e. To check on raw material or ingredients being used by warehousemen.
  - f. To determine need for fumigation.
  - g. Any other special service which the Inspection Services may be permitted to perform.
6. Signature of authorized officer making inspection request and address of Shipping and Storage field office.

D. Approval of Requests for Inspection

1. Forms SS-42 will be approved by the Chief or Assistant Chief of the Shipping and Storage field office initiating the request for commodity inspection.
2. The Director of the Shipping and Storage Branch in Washington, or the Deputy Directors as his designees, shall approve any Requests for Commodity Inspection (Form SS-42) which originate in Washington and forward them to the appropriate commodity branch inspection service office.

IV Use and Distribution of Forms SS-42

The Shipping and Storage field office shall prepare an original and seven copies of Form SS-42 and distribute these as follows:

Original and four copies - Appropriate inspection service office

One copy - Inspection and Maintenance Division,  
Shipping and Storage Branch, Washington  
(See Note)

One copy - Storage Division, Shipping and Storage  
Branch, Washington. For earmarking lot(s)  
involved. This copy to be forwarded by  
Storage Division to the Inventory Accounting  
Division for earmarking lot(s) involved and  
for filing.

One copy - Files of Shipping and Storage field office.

Note: If the request for inspection originates in the Shipping and Storage Branch in Washington, Forms SS-42 will be prepared by the Inspection and Maintenance Division. That office shall transmit a copy to the Shipping and Storage field office responsible for the territory in which the commodity is located and shall retain a copy for its own files. In other respects the distribution of Forms SS-42 will be the same as outlined above.

V Inspection Reports

A. Inspection reports shall be furnished by commodity branches in an original and three copies to the Shipping and Storage field office initiating the request (on Form SS-42). Distribution shall be as follows (as outlined in Shipping and Storage Branch 37.1 Revision 2, dated January 16, 1946).

Original - Claims Division (Washington)

1 copy - Storage Section, Shipping and Storage field offices to support any order tickets to be written.

2 copies - Inspection and Maintenance Section, Shipping and Storage field offices.

B. The Inspection and Maintenance Section, Shipping and Storage field offices, immediately upon receipt of 2 copies of inspection reports shall prepare a memorandum, in triplicate, to the Chief, Inspection and Maintenance Division (in Washington) setting forth the action to be taken based upon the information contained in the inspection report - i.e.

1. If commodity is found in satisfactory condition, the memorandum will provide for returning lot(s) to available inventory.
2. If commodity is recommended to be sold, the memorandum will be accompanied by 1 copy of the inspection report which recommends the sale of the commodity.
3. If commodity is destroyed or is found unsuitable for program use, the memorandum will cite that appropriate order tickets will be prepared.

C. The Inspection and Maintenance Division (in Washington) shall dispatch copies of the memorandum as described in paragraph B above as follows:

1 copy - Storage Division  
1 copy - Inventory Accounting Division

for such further inventory changes as may be necessary based upon the result of the commodity inspector's report.

VI Billing for Inspection Services

A. Commodity branches shall bill the Shipping and Storage Branch, through the Washington office of the Fiscal Branch, for services rendered at rates established and prescribed by the commodity branches and at intervals convenient to the commodity branches.

B. Attached to each billing will be an original and one copy of completed Form SS-42. The Inspection and Maintenance Section of the appropriate Shipping and Storage field office (or the Inspection and Maintenance Division, Shipping and Storage Branch in Washington provided the request for inspection originated in that office) shall verify voucher in the following manner:

1. Examine its records to determine whether the inspection was made as requested in Form SS-42.
2. Initial voucher if records indicate charges for services performed appear reasonable.

C. At the time of billing the commodity branches will also forward one copy of completed Forms SS-42 to the Shipping and Storage office from which the request for inspection originated.

VII Effective Date

This memorandum is effective February 1, 1946, and supersedes all other memoranda previously issued to the extent to which they are inconsistent with the provisions hereof.

H. O. Warlick

H. O. Warlick, Director  
Shipping and Storage Branch

Distribution Codes "A" and "B"  
January 31, 1946